



**MANAGEMENT CLERK**  
**6 month contract position with possibility of extension**

**\*\*Previous applicants need not re-apply\*\***

The U.S. Consulate in Perth is seeking an individual for the position of Management Clerk in the Management Section.

**Salary: A\$57,421 p.a. pro rata + superannuation benefits**  
**Hours: 40hrs/week**

Further information can be obtained at:

<http://canberra.usembassy.gov/job-opportunities>

Forward letter, resume and response to the selection criteria to the Human Resources Office, US Consulate General, 16 St Georges Terrace, Perth WA 6000  
by **COB December 9, 2011.**

Hand delivered applications cannot be accepted.  
Offers of employment are subject to medical and security clearances.

***Note:*** *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an equal opportunity employer and maintains a drug free work environment.

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**POSITION TITLE:****MANAGEMENT CLERK – FULL TIME****6 MTHS CONTRACT WITH POSSIBLE EXTENSION****POSITION GRADE LE-6****(STARTING SALARY A\$57,421  
PRO RATA)****FP-8 (STARTING SALARY  
US\$35,753 PRO RATA)**

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**DUTIES AND RESPONSIBILITIES****Basic Function of the Position**

Serves as the Consulate General's sole receptionist, postal clerk and Class B Cashier and provides clerical and general services support.

**Major Duties and Responsibilities****Reception 30%**

As receptionist and switchboard operator receives all visitors and incoming telephone calls. Answers routine questions on a variety of subject matters and refers all technical or specialized inquiries to the appropriate office for response.

**Diplomatic Pouches and Mail Distribution 15%**

Prepares and receives diplomatic pouches with responsibility for records and documentation. Incumbent is Post's DPO (Department Post Office) Postal Clerk and is responsible for the receipt and distribution of DPO mail and ensures that appropriate forms and regulations are adhered to. Prepares DPO pouches and maintains all postal and pouch records. Coordinates mail delivery with US Navy representative (NCIS) for forwarding US mail destined to ships during port visits. Opens and screens all local mail (Australia Post) in the contamination unit and distributes to all staff. Collects outgoing mail and keeps a record of items sent to Embassy Canberra.

**Class B Cashier 20%**

Incumbent serves as the post Class B cashier with a cash advance of USD\$5000. As authorized, disburses cash for payment of invoices, preparing vouchers and sub-voucher for replenishment checks from the USDO. Receives all official collections, including daily consular fees from the consular sub-cashier, proceeds of sale for State and manages the petrol rebate payments. Prepares official collection receipts and records daily, deposits collections and submits reports to Regional Financial Management Center Canberra and USDO Bangkok. Prepares and submits cashier's reconciliation statement. Maintains required files and forms relating to cashier operations as described in 4 FAM and the Service Post User's Manual.

**Clerical and General Services Duties 25%**

Prepares all incoming invoices for approval by Management Officer and for processing by Embassy Canberra using Excel and in-house software (ILMS).

Attends to office stationery needs by maintaining on-hand stock and ordering items as required. Assists with the procurement of the office items as required. Serves as Post's receiving officer using ILMS to create assets as required.

Time and Attendance and Special Projects 10%

Requests timesheets from all Local and American employees at the beginning of each pay period. Enters Time and Attendance into WinTA system and ensures that correct documentation is held to support timesheets. Prepares and distributes post Duty Officer Roster, Staff Contact List and cards. Assists staff with typing and data entry as required.

**SELECTION CRITERIA**

***All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.***

1. Completion of secondary school (Year 12) is required.
2. Two years experience in reception and/or telecommunication required.
3. Level 4 (Fluent) Speaking/Reading English is required. This will be tested.
4. Familiarity with the usage of telecommunication equipment (PC, Fax, Xerox/Canon) is required.
5. Ability to exercise tact and good judgment in dealing with all staff and visitors is required.
6. Demonstrated numerical skills when processing cashier transactions is required.

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

**THE DEADLINE FOR APPLICATIONS IS DECEMBER 9, 2011.**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.